

## **ASSISTANT CITY ENGINEER**

### **Statement of Duties**

Skilled, professional and advanced technical work in which contact with the public may be frequent. This position, under supervision, is delegated ongoing responsibility for public works projects or functions.

Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

### **Supervision**

Works under the general direction of the City Engineer.

Performs responsible work of a specialized and technical nature coordinating a municipal service; requires the exercise of a degree of professional judgment in analyzing facts and circumstances of generally routine technical projects to determine the appropriate course of action.

Serves as department head in the absence of the Director and City Engineer.

### **Job Environment**

Works in office and field locations, which, on a recurring basis, require the ability to walk across rough or potentially hazardous terrain with exposure to variable weather, conditions, hazards associated with construction sites and fumes or airborne particles.

Operates computers, standard office equipment and surveying equipment; operates light truck and an automobile.

Makes regular contacts with the general public involving complex information requiring accuracy, tact, discretion and judgment; makes periodic contact with all other city departments, utilities, businesses, and local and state agencies. Makes periodic contacts with the media regarding projects.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

May have access to some department-related confidential information, including bid documents.

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Department Liaison to Planning and Economic Development Departments and Developers: regularly liaises to ensure infrastructure quality and regulatory requirements are met in private construction. Oversight and maintenance of posted sureties. Maintains official construction values. Oversight of street acceptance program.

City Stormwater Engineer: Direct oversight of City holistic stormwater regulatory compliance initiatives. Department representative with regulating agencies. Oversight of holistic initiatives to include potential direct oversight of a stormwater utility branch of Public Works which may include supervisory duties. Routinely addresses isolated stormwater issues throughout City through application of engineering principles and coordination of appropriate resources. Liaises with regional stormwater consortiums.

Department Special Projects Engineer: lead engineer for direct project management of large commercial development projects including Tax Incentive Finance (TIF) projects and public-private partnership projects. Potential lead engineer for unique infrastructure projects such as renovations to City buildings.

Department Technology Lead: lead engineer for department initiatives in technology including GIS quantification and mapping of public infrastructure, and data conversion and management. Department representative for other City-wide technology initiatives.

Permit/License Officer: issues excavation and driveway permits; issues utility licenses.

Liaison: Strafford Metropolitan Planning Organization's Technical Advisory Committee.

Researches and develops project specifications, requirements and proposed budgets or cost estimates. Prepares procurement invitation packages, evaluates proposals and recommends award based upon the City's best interests. Monitors performance and compliance with the City's technical and regulatory requirements. Anticipates potential problems, detects performance issues early and affects warranted corrective actions.

Directs efforts of contracted engineering firms to achieve program goals of the City. Coordinates and maintains contracted services on schedule and optimizes City's return on investment on contracted services.

Coordinates project responsibilities with other City agencies and operating departments and works cooperatively to achieve project objectives.

Performs field inspections and reviews potential, existing and proposed project sites including analyzing subsurface and other field conditions, structural requirements and integrity, materials composition, materials placement, site and job safety as required

Utilizes conventional methods, computers and other automated technologies to perform field and in office planning, design, implementation, sampling and inspection activities.

Performs such other duties as may be assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Bachelor of Science in Civil Engineering or Environmental Engineering required. Five to seven years experience within civil engineering; experience in large private construction with economic significance; municipal infrastructure construction; direct experience with stormwater engineering, stormwater utility desired or an equivalent combination of education and experience required.

### **Special Requirements**

Professional Engineer (PE) required

Additional preferred certification(s):

- LEED AP
- Wetlands Erosion or Soil Science
- GIS and data management or equivalent experience, or in lieu thereof, the ability and desire to obtain certificate

New Hampshire Class D Driver's license required

### **Knowledge, Ability and Skill**

**Knowledge:** Good knowledge of the application of civil engineering skills to public works projects; good knowledge of public works local, regulatory and performance standards pertaining to assigned projects. Working knowledge of construction and maintenance methods as applied to street, sidewalk, sewer and water work stormwater and GIS work Strong knowledge of stormwater regulatory compliance issues. Comprehensive knowledge of the principles and practices of civil engineering design including materials, methods and practices of construction. Knowledge of contract law and administration, construction law and bonding.

**Ability:** Ability to perform engineering design, and project management services. Ability to use contemporary engineering equipment used in measuring, designing, testing, computing and printing. Ability to read and interpret plans, specifications, and codes and other engineering instruction documents. Ability to calculate quantities from plans and cross sections, and solve engineering problems. Ability to keep accurate and

detailed notes and records. Ability to develop and maintain budgets; prepare and present various routine and some special reports.

**Skill:** Excellent communication skills, both oral and written; effective public speaking communication skills. Excellent computer skills to include experience with developing GIS mapping of public infrastructure through use of preeminent GIS platforms. GIS field data collection experience preferred. Excellent skill in establishing and maintaining working relationships with customers, coworkers, employees in other municipal departments and City officials. May act as City representative with large companies with prospective large economic impact.

### **Physical Requirements**

Work is primarily of an intellectual nature but requires the lifting of equipment and materials up to 60 pounds and the ability to walk across rough or potentially hazardous terrain and climb ladders. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*